



केन्द्रीय विद्यालय संगठन (मुख्या)
शहीदजीत सिंह मार्ग, १८ संस्थागत क्षेत्र,
नई दिल्ली - ११००१६

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The Director
Kendriya Vidyalaya Sangathan
All ZIETs.

Subject: Training Calendar for the Session 2017-18 for all ZIETs - regarding.

Madam/Sir,

The Training Calendar for all ZIETs for the session 2017-18, as approved by the Competent Authority, is being forwarded herewith for implementation (Annexure I). The approved expenditure norms for conduct of Short Duration Workshops of KVS should be observed (Annexure II).

The Director all ZIETs are hereby empowered to revise the targeted participants/trainees according to the newly distributed feeder regions and also to re-schedule the dates of the workshops under intimation to this office.

This issues with the approval of the competent authority.

Yours faithfully,

Encl: - As Above

(Dr. Shachi Kant)

Joint Commissioner (Trg.)

Copy to:

1. PS to Commissioner, KVS(HQ), New Delhi.
2. PS to Addl. Commissioner (Admn./Acad.), KVS(HQ), New Delhi.
3. The Deputy Commissioner, KVS, All Regions.
4. The Deputy Commissioner (EDP) with the request to upload the same on KVS website.
5. File.

Joint Commissioner (Trg.)

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Training Calendar of KVS ZIETs for the Training Year 2017 – 2018

Short Duration Courses at ZIETs

TABLE I A – ZIET BHUBANESWAR

ZIET BHUBANESWAR					
S. No.	Name of the Course	No. of Days	Target Group	Financial Requirement (Based on KVS(HQ) Approved Norms for Expenditure on workshops including Working Lunch)	Venue
1	Development of concept, identification & elimination of common errors	3	40 TGTs (Maths) - Newly recruited TGTs and Promoted TGTs	56,250	ZIET BBSR
2	Communication in English for PRTs	3	40 PRTs	56,250	Guwahati
3	ASL & Communication Skills and MCB transaction	5	40 TGTs (English)	82,750	Guwahati
4	Library Administration and Management	3	40 Librarians	56,250	ZIET BBSR
5	Disciplinary Proceedings for Principals	3	40 Principals	56,250	ZIET BBSR
6	Capacity Building (Content Enrichment) in Mathematics & Elimination of Common Errors	5	40 PGTs (Maths) - Teachers having some grey area in the content and Newly Recruited PGTs's	82,750	ZIET BBSR
7	Mathematics Olympiad	5	40 TGTs (Maths) - Teachers having good academic career and willing to take up the challenge	82,750	ZIET BBSR
8	Content Enrichment	5	40 PGTs (Physics)	82,750	ZIET BBSR
9	Towards Active Learning of Chemistry	3	40 PGTs (Chemistry)	56,250	Kolkata
10	Development of e-Content	5	40 PGTs (English)	82,750	ZIET BBSR
11	Content Enrichment in Economics	5	40 PGTs (Economics)	82,750	ZIET BBSR
12	Content Enrichment in Commerce	5	40 PGTs (Commerce)	82,750	ZIET BBSR
13	Content Enrichment	5	40 PRTs	82,750	ZIET BBSR
14	Handling children with special needs	3	40 PRTs	56,250	ZIET BBSR
15	Skill Enhancement in doing Experiments (in collaboration with AIPTA)	3	40 PGTs (Physics)	56,250	ZIET BBSR
16	Communication Skills	3	40 PGTs Teaching Non-Language Subjects	56,250	ZIET BBSR
17	Improvement of Result in Economics	3	40 PGTs (Economics)	56,250	ZIET BBSR
18	Capacity Building in Social Science for TGTs Social Science for classes VI to X	5	40 TGTs (Social Studies)	82,750	ZIET BBSR
19	Improvement of result in Accountancy and Business Studies class XII	3	40 PGTs (Commerce)	56,250	Kolkata

20	Competency Based Learning and Assessment	5	40 PRTs	82,750	ZIET BBSR
21	Developing library as e learning center through Blog and Digital Library	3	40 Librarians	56,250	Kolkata
22	Academic Administration for VPs	3	40 Vice-Principals	56,250	ZIET BBSR
23	Vedic Mathematics	3	40 TGTs (Maths)	56,250	ZIET BBSR
24	Integration of Physics & Mathematics	3	40 TGTs (Biology)	56,250	ZIET BBSR
25	CAPACITY BUILDING IN THEORY AND PRACTICAL	5	40 PGTs (Chemistry) - NEWLY RECRUITED AND PROMOTED	82,750	ZIET BBSR
26	Experiments in Biology: Hands-on practical experience	5	40 PGTs (Biology) - from 6 Regions. Teachers who have participated in the In-service course / Biology workshops in 2016-17 may preferably be exempted	82,750	Kolkata
27	Smart way of teaching through ICT & Career Avenue	3	40 PGTs (Commerce)	56,250	ZIET BBSR
28	Emerging Issues in Education	3	40 HMs	56,250	ZIET BBSR
29	Financial Procedures	3	40 SSA	56,250	ZIET BBSR
30	Recent Developments in Biology- Research and Applications	3	40 PGTs (Biology) - from 6 Regions. Teachers who have participated in the In-service course / Biology workshops in 2016-17 may preferably be exempted.	56,250	Guwahati
31	Disaster Management	3	40 TGTs (Mixed Group)	56,250	ZIET BBSR
32	Team Building and Supervision	3	40 HMs	56,250	ZIET BBSR
33	Service Matters	3	40 ASO	56,250	ZIET BBSR
34	Drafting/ Office procedure	3	40 JSA	56,250	ZIET BBSR
	TOTAL	126		2,230,500	

TABLE I B – ZIET CHANDIGARH

ZIET CHANDIGARH					
S. No.	Name of the Course	No. of Days	Target Group	Financial Requirement (Based on KVS(HQ) Approved Norms for Expenditure on workshops including Working Lunch)	Venue
3	Generic Area- Pedagogical Development INVESTIGATORY PROJECTS (A Requisite Component Of CBSE Curriculum)	5	PGT (CHEM)	82750	ZIET CHANDIGARH
4	Generic Area - Evaluation Competency: Topic-wise preparation of Question Bank for Class XI in Physics from NCERT Books	3	PGTs Physics	56250	ZIET CHANDIGARH
5	Generic Area - Content Enrichment Resource Generation for Bridge Course	3	PGT (Maths)	56250	ZIET CHANDIGARH

6	Generic Area - Content Enrichment Identifying difficult topics and suitable instructional strategies Biology Class- XI	5	PGT (Bio)	82750	ZIET CHANDIGARH
7	Generic Area - Evaluation Competencies Preparation of Ideal Question Paper	3	TGT (Eng)	56250	ZIET CHANDIGARH
8	Generic Area - Pedagogical Development Importance of Class Libraries	3	PRTs	56250	ZIET CHANDIGARH
9	Generic Area - Awareness Of Emerging Issues In Education Open Source tools and Educational Resources for Teaching – ROBOCOMPASS	3	TGT (Maths)	56250	ZIET CHANDIGARH
10	Generic Area - Awareness Of Emerging Issues In Education Integrated Teaching Approach	4	TGT (S.St./Sc./ Maths)	70000	ZIET CHANDIGARH
11	Generic Area- Pedagogical Development अपचारत्मक शिक्षण / मेधावी विद्यार्थियों हेतु शिक्षण Remedial teaching / Teaching for the gifted	5	PGT (HINDI)	82750	ZIET CHANDIGARH
12	Generic Area - Content Enrichment Developing Mathematical Skills to understand Physics concepts in Secondary Classes	5	TGT (Sc)	82750	ZIET CHANDIGARH
13	Generic Area - Emerging Needs Of The Present Decade STRENGTHENING PRIMARY EDUCATION (Nurturing Bloomers For Better Tomorrow)	5	HMs	82750	ZIET CHANDIGARH
14	Generic Area - Emerging Needs Of The Present Decade Buildup of Electronic Repository / Consortia	3	Librarians	56250	ZIET CHANDIGARH
15	Generic Area - Pedagogical Development Developing English Communication Skills	3	PRTs	56250	ZIET CHANDIGARH
16	Generic Area - Emerging Needs Of The Present Decade Managing Diversities in Class room	5	PRTs	82750	ZIET CHANDIGARH
17	Generic Area - Awareness Of Emerging Issues In Education हिन्दी भाषा कौशल आधारित शिक्षण एवं दक्षता अभिवर्धन / Competency Based Approach to Teaching and Skill Development	3	PRTs (Hindi Subject)	56250	ZIET CHANDIGARH
18	Generic Area - Need Areas For Non-Teaching Cadres Role, Responsibilities And Mannerism	3	Sub Staff	56250	ZIET CHANDIGARH
19	Generic Area – Need areas for non-teaching cadres राजभाषा Official Language	2	Sr. Sect. Assistant	42000	ZIET CHANDIGARH
20	Generic Area - Evaluation Competencies Preparing rubrics and activities for Maths Lab	3	TGT (Maths)	56250	ZIET CHANDIGARH
21	Generic Area - Emerging Needs Of The Present Decade ESSENTIALS OF OFFICE WORK PROFILE (Work Culture Defines You)	5	Sr. Sect. Assistant (UDC)	82750	ZIET CHANDIGARH

22	Generic Area - Content Enrichment Need of Library activities to inculcate reading habit among children	3	LIBRARIANS	56250	ZIET CHANDIGARH
23	Classroom strategy for Teaching Science in Primary Classes	3	PRTs	56250	ZIET CHANDIGARH
24	Need Areas For Non-Teaching Cadres Conduct & Career Prospects	3	Sub Staff	56250	ZIET CHANDIGARH
25	Generic Area- Content Enrichment Dealing with Difficult Areas in the Text Book	3	TGT (Eng)	56250	ZIET CHANDIGARH
	TOTAL	83		1478750	

TABLE I C – ZIET GWALIOR

ZIET GWALIOR					
S. No.	Name of the Course	No. of Days	Target Group	Financial Requirement (Based on KVS(HQ) Approved Norms for Expenditure on workshops including Working Lunch)	Venue
3	(SDC-1) Result Oriented Teaching / Coaching Strategies in Commerce	3	PGT (Commerce)	56250	ZIET, Gwalior
4	(SDC-2) Workshop on usages of various E-resources for Primary Classes	3	PRT	56250	ZIET, Gwalior
5	(SDC-3) Workshop on Integrating Creativity & Innovation in science content through Classroom Teaching	3	TGT (Science)	56250	ZIET, Gwalior
6	(SDC-4) Workshop on Content Enrichment in Chemistry	3	PGT (Chemistry)	56250	ZIET, Gwalior
7	(SDC-5) preparation of Graded activity workbook for Primary classes	3	PRT	56250	ZIET, Gwalior
8	(SDC-6) Result Oriented Teaching and developing resource material in Economics	3	PGT (Economics)	56250	ZIET, Gwalior
9	(SDC-7) Workshop on Communicative language skills with special focus on official language	3	VP/HM/PGT/TGT/PRT	56250	ZIET, Gwalior
10	(SDC-8) strategic practices for improving in result	3	Sr. Teachers	56250	ZIET, Gwalior
11	(SDC-9) Interactive and Engaging Learning Strategies for 21 century Educators	3	PRT	56250	ZIET, Gwalior
12	(SDC-10) Workshop on Integration of Emerging Technologies in Upper primary classes	3	TGT (Hindi)	56250	ZIET, Gwalior
13	(SDC-11) Workshop on concretization of Science Teaching	3	TGT	56250	ZIET, Gwalior
14	(SDC-12) Emerging issues in schools (Safety & security, Gender issues, ESD, Inclusive Education, Guidance & counseling etc)	5	Principals/ V.P. Sr. Teachers/ HM/PRT	82750	ZIET, Gwalior
15	(SDC-13) Workshop on Integration of ICT in Hindi/Skt Teaching	3	TGT/ PGT	56250	ZIET, Gwalior

16	(SDC-14) Workshop on use of Multiple Intelligence leading to barriers free teaching learning process	3	PGT,TGT & PRT	56250	ZIET, Gwalior
17	(SDC-15) Interactive and Engaging Learning Strategies for 21 century Educators	3	TGT/PGT	56250	ZIET, Gwalior
18	(SDC-16) Workshop on developing Language competency in Primary Classes	3	PRT	56250	ZIET, Gwalior
19	(SDC-17) current technology and survey based teaching of Social sciences with special focus on Geography	3	TGT/ PGT	56250	ZIET, Gwalior
20	(SDC-18) Workshop on Action Research, Innovation and Experimentation	3	PGT/ TGT/ PRT	56250	ZIET, Gwalior
21	(SDC-19) Role of an inspired principals in school development	3	Principals	56250	ZIET, Gwalior
22	(SDC-20) Workshop on Record Management & Organizational Behavior	3	JSA	56250	ZIET, Gwalior
23	(SDC-21) Office Procedures & Financial Monitoring	3	SSA	56250	ZIET, Gwalior
24	(SDC-22) Office Procedures & Office Management Skills	3	ASO	56250	ZIET, Gwalior
	TOTAL	68		1264000	

TABLE I D – ZIET MUMBAI

ZIET MUMBAI					
S. No.	Name of the Course	No. of Days	Target Group	Financial Requirement (Based on KVS(HQ) Approved Norms for Expenditure on workshops including Working Lunch)	Venue
1	Teaching Methodology in Economics (How to make learning easy/ interesting in economics)	3	PGT Economics	58250	ZIET Mumbai
2	Workshop on enhancing pedagogical skills to impact classroom transactions	3	PGT Physics	58250	ZIET Mumbai
3	Learning Science with analogies	2	TGT Science	43500	ZIET Mumbai
4	Workshop on bridging concepts for Classes XI & XII	3	PGT Maths	58250	ZIET Mumbai
5	Learning Disabilities and inclusive education	2	PRTs	43500	ZIET Mumbai
6	Innovative teaching methodologies in Commerce	3	PGT Commerce	58250	ZIET Mumbai
7	Developing Effective Strategies for building Biology Vocabulary	3	PGT Biology	58250	ZIET Mumbai
8	Effective teaching through error analysis	3	TGT Maths	58250	ZIET Mumbai
9	Workshop on Physics Olympiad	3	PGT Physics	58250	ZIET Mumbai
10	Gender Sensitization	2	Principals	43500	ZIET Mumbai
11	Classroom Observation techniques in Primary for HMs	2	HMs	43500	ZIET Mumbai
12	Developing Innovative teaching methodologies for 21st Century classrooms	3	TGT English	58250	ZIET Mumbai
13	Disciplinary Proceedings	3	Principals	58250	ZIET Mumbai
14	Child Rights & POCSO	2	PRTs	43500	ZIET Mumbai
15	Teaching Language skills through games	3	PRTs	58250	ZIET Mumbai

16	Creativity in classroom transactions	3	PRT & HM	58250	ZIET Mumbai
17	Classroom Observation Techniques	2	Vice Principals	43500	ZIET Mumbai
18	Teaching & Learning Social Science	3	TGT So.Sc	58250	ZIET Mumbai
19	Designing Activity in Primary classes (classes III to V)	3	PRT	58250	ZIET Mumbai
20	Communication Skills	3	Principals	58250	ZIET Mumbai
21	Workshop on pedagogical skills in Physics for TGT Sc	3	TGT Science	58250	ZIET Mumbai
22	Low Cost_ No cost Learning . materials _Design and use	3	PRT	58250	ZIET Mumbai
23	Raajbhasha, Hindi typing & Cash book	2	JSA	43500	ZIET Mumbai
24	Digital Library for Librarians	3	TGT Librarian	58250	ZIET Mumbai
25	Raajbhasha & Office Procedures	3	SSA	58250	ZIET Mumbai
	TOTAL	68		1353000	

TABLE I E – ZIET MYSORE

ZIET MYSORE					
S. No.	Name of the Course	No. of Days	Target Group	Financial Requirement (Based on KVS(HQ) Approved Norms for Expenditure on workshops including Working Lunch)	Venue
3	Training of Geography using practical's & conduct of practical's classes IX-XII	3	PGT(Geo)	56250	ZIET Mysore
4	Usage of Tech-gadgets available in KV for classroom teaching Sst	3	TGT/PGT	56250	ZIET Mysore
5	Disciplinary proceeding for confirmed Principals @ ATI Mysore	5	Principals	82750	ZIET Mysore
6	Use of Hindi as official language in office records	3	Principals	56250	ZIET Mysore
7	Financial records to be maintained in KVS for clerical staff - freshers handling cash or likely to handle cash	3	SSA	56250	ZIET Mysore
8	Areas involving Maths/Numericals in physics, chemistry & Economics in classes XI-XII	3	PGTs without Maths as subject in graduation	56250	ZIET Mysore
9	Workshop on implementation in Inclusive Education in classrooms	1	2 PRT/2 TGT/2PGT from each region	29750	ZIET Mysore
10	Use of tech gadgets available in KV for classroom teaching of Science & Maths	4	3 PGT in Science/1 PGT Maths/1 TGT Maths/1 TGT Science	70000	ZIET Mysore
11	Assessment of students in Maths & EVS	4	PRTs handling Maths & EVS 3+3	70000	ZIET Mysore
12	Identification of students with learning disabilities in classroom	3	2 PRT/2 TGT 6-8/ 2 TGT 9-10	56250	ZIET Mysore
13	Problem faced in handling students learning disabilities or problems at +2 level & solutions	3	6 PGTs (2 Science/ 2 Comm./2 Hum	56250	ZIET Mysore
14	Handling high achievers & low scorers in History at +2 level	2	PGT Hist	42000	ZIET Mysore
15	Selection of Assignments & projects in diff topics & how to assess them	2	PRTs handling Eng/Hindi/Maths & EVS (8 from each region)	42000	ZIET Mysore
16	Use of Mass media in teaching languages Eng-Hindi	1	TGT	29750	ZIET Mysore

17	Integration of WE Teaching with Science teaching in classes VI-VIII	5	TGT Science -6 TGTs from each region	82750	ZIET Mysore
18	First Aid training for miscellaneous Category teachers	5	6 teachers from all categories	82750	ZIET Mysore
19	Administrative Duties and assessment of teachers for VPs	3	6 VPs from each region	56250	ZIET Mysore
20	Teaching of Grammar in Hindi to students of VI-IX	3	6 TGTs (Hindi) from each region	56250	ZIET Mysore
21	Use of Tech Gadgets for teaching of English	3	6 TGTs (Eng) from each region	56250	ZIET Mysore
22	Training in use of Linux	3	6 PGTs (Comp) from each region	56250	ZIET Mysore
23	Use of Mass Media in teaching of SST	3	6 TGTs (SST) from each region	56250	ZIET Mysore
24	Empowering girl students to prevent sexual abuse as well as action to be taken on facing abuse	3	2 PRTs 2 TGTs 2 PGTs	56250	ZIET Mysore
25	Empowering Principals in verbal & written communication in English.	2	6 Principals from each region	42000	ZIET Mysore
26	Empowering TGTs (SST) to handle classes in Economics	3	6 TGTs (SST) from each region	56250	ZIET Mysore
27	Official Noting & Drafting in English & Hindi	4	6 Clerical staff from each region	70000	ZIET Mysore
28	Monitoring of Implementation of Back to Basics	3	6 HMs from each region	56250	ZIET Mysore
	TOTAL	80		1487500	

The Expenditure Norms for conduct of One day, Two day, Three day, Five day and Seven day workshops is as under:

I) 1 Day Workshop:

1 Day Workshop		Amount (in rupees)
1.	Honorarium	
i)	*Director/Associate Director @Rs.1500	1500
ii)	*Resource Person (1000 x 1)	1000
iii)	Internal speakers (1000x1) from KVS	1000
iv)	Guest Speakers – 2 @Rs.3000/Rs.2500(incl.conveyance)	6000 / 5000#
v)	IT Experts @ Rs.500 x 01	500
2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	3000
4.	Misc. Expenditure	1000
	Total Expenditure	24000 / 23000

II) 2 Day Workshop:

2 Day Workshop		Amount (in rupees)
1.	Honorarium	
i)	*Director/Associate Director @Rs.1500	1500
ii)	*Resource Person (1000 x 1)	1000
iii)	Internal speakers (1000x2) from KVS	2000
iv)	Guest Speakers – 3 @Rs.3000/Rs.2500(incl.conveyance)	9000 / 7500#
v)	IT Experts @ Rs.500 x 01	500
2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	1000
	Expenditure for Working Lunch(45 Nos.) 45x2x150 = 13500	13500
	Total Expenditure	43500 / 42000

III) 3 Day Workshop:

3 Day Workshop		Amount (in rupees)
1.	Honorarium	
i)	*Director/Associate Director @ (Rs.1500* 2)	3000
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x3) from KVS	3000
iv)	Guest Speakers – 4 @Rs.3000/Rs.2500(incl.conveyance)	12000 / 10000#

v)	IT Experts @ Rs.500 x 02	1000
2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	2000
	Expenditure for Working Lunch(45No.s) $45 \times 3 \times 150 = 20250$	20250
	Total Expenditure	58250 / 56250

IV) 4 Day Workshop:

4 Day Workshop		Amount (in rupees)
1.	Honorarium	
i)	*Director	2000
	*Associate Course Director	1500
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x3) from KVS	3000
iv)	Guest Speakers – 5 @Rs.3000/Rs.2500(incl.conveyance)	15000 / 12500#
v)	IT Experts @ Rs.1000 x 02	2000
2.	Stationery & Teaching materials, Reports/Certificates	12000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	3000
	Expenditure for Working Lunch(45No.s) $45 \times 4 \times 150 = 27000$	27000
	Total Expenditure	72500 / 70000

V) 5 Day Workshop:

4 Day Workshop		Amount (in rupees)
1.	Honorarium	
i)	*Director	2000
	*Associate Course Director	1500
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x4) from KVS	4000
iv)	Guest Speakers – 7 @Rs.3000/Rs.2500(incl.conveyance)	21000 / 17500#
v)	IT Experts @ Rs.1000 x 02	2000
2.	Stationery & Teaching materials, Reports/Certificates	12000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	3000
	Expenditure for Working Lunch(45No.s) $45 \times 5 \times 150 = 33750$	33750
	Total Expenditure	86250 / 82750

VII) 7 Day Workshop:

4 Day Workshop		Amount (in rupees)
1.	Honorarium	
i)	*Director	2500
	*Associate Course Director	2000
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x8) from KVS	8000
iv)	Guest Speakers – 8 @ Rs.3000/Rs.2500(incl.conveyance)	24000 / 20000#
v)	IT Experts @ Rs.1000 x 02	2000

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2	Education Trip	
3	Stationery & Teaching materials, Reports/Certificates	10000
4	DTP & Xerox	7000
5	Misc. Expenditure	5000
	Expenditure for Working Lunch(45No.s) 45x7x150=47250	3000
	Total Expenditure	47250
		117750 / 113750

*No Honorarium will be paid to Director / Associate Director / Resource Person in case they belong to ZIETs.

KVS HQ letter No. F.110338-01/2014-15/KVSIHQAcad/M68 dated 27-2-14 to be referred for paying honorarium to guests.

